

Listing and Description of Individual Items of Work

DAILY SERVICES (INSIDE)

Perform daily services (inside) each regular State work day, except State holidays.

- a. Empty wastebaskets and trash receptacles, collect with other designated "TRASH" (if any), securely bag loose paper items and food waste; break down empty boxes and deposit in State-furnished dumpster. When not actually in use, keep dumpster lid closed and secured to minimize litter.
- b. Thoroughly vacuum carpet in entryways, corridors and lobbies. Vacuum entry mats, where provided. Using a vacuum cleaner or carpet sweeper, pick up loose dirt and surface debris in remainder of carpeted areas.
- c. Clean restroom toilets, urinals, lavatories, divider panels, doors and receptacles with germicidal solution, used at recommended strength. Carefully inspect remaining restroom surfaces and clean if soiled. Remove graffiti. Clean mirrors and stainless steel to leave a clean, streak-free appearance.
- d. Damp-mop restroom floors with neutral germicidal cleaner, diluted to recommended strength. If necessary, damp-mop a second time with clean water.
- e. Check and replenish restroom soap, toilet tissue, paper towel, seat cover and sanitary napkin dispensers. Check and replace urinal deodorant blocks as necessary.
- f. Clean drinking fountains and office sinks with germicidal solution, diluted to recommended strength.
- g. In interior and exterior smoking areas, empty ash receptacles (where provided in smoking areas) into metal container. Bag and dispose of contents in state-furnished dumpster when "cold". Wipe ash receptacles clean with damp cloth.
- h. Using a dust mop treated with polyethylene glycol or other approved dust retardant, clean hard surface floors (resilient tile, quarry tile and smooth concrete) in public areas. In utility areas, sweep concrete floors with a broom. Pick up and dispose of collected dust and debris.
- i. Wash door and "storefront" glass at main building entries, leaving in streak-free condition.
- j. Clean counters and furniture in designated public use areas (*e.g.*, ticket counter, reception areas and waiting rooms) and communal use (*e.g.*, conference rooms) areas only.
- k. Remove spots and stains from carpet, using methods as approved by Project Manager.
- l. Remove foreign material, such as gum, from floors and other visible surfaces.
- m. Between 4:00 and 4:30pm each work day, clean the SECURED AREA (Dept. of

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Administration, Personnel Records file room). A state employee must be present at all times when cleaning is in progress.

- n. After work is completed, turn off lights, close windows and secure doors as directed by Project Manager.

DAILY SERVICES (OUTSIDE)

Perform daily services (outside) each regular State work day, except State holidays.

- a. Police sidewalks and grounds of litter. Sweep building entryways, loading docks, ramps, driveways, and sidewalks. Collect debris and dispose of in State-furnished dumpster.

WEEKLY SERVICES

Perform weekly services on a regular schedule as approved by the Project Manager.

- a. Between 5:00 p.m. Thursday and 11 p.m. Sunday, thoroughly vacuum carpet in the entire work area.
- b. Between 5:00 p.m. Thursday and 11 p.m. Sunday, damp-mop and buff hard-surface floors and stairways to remove traffic marks and restore sheen.
- c. Check walls, doors and door frames and remove smudges by damp-wiping.
- d. Wash interior glass and windows, leaving in a streak-free condition.

SEMIANNUAL SERVICES

Perform semiannual services on a regular six-month schedule, as approved by the Project Manager.

- a. Strip wax from hard-surface floors, rinse stripper from floor with clean water. When dry, wax and buff to a high sheen.

ANNUAL SERVICES

Perform annual services as requested by the Project Manager.

- a. Clean window coverings (*e.g.*, venetian blinds, drapes, roll-up shades), using suitable methods.
- b. Remove, wash, and replace ceiling light fixture diffusers. Clean fixture interiors.
- c. Wash trash receptacles.
- d. Wash walls in public hallways. Wash walls and handrails in stairwells. Damp wipe baseboards.
- e. Remove dust from ventilation grilles and diffusers, except those higher than 12 feet above floor.

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CARPET SHAMPOOING (HIGH-TRAFFIC AREAS)

Perform as directed by Project Manager.

- a. Shampoo carpet in high-traffic areas, defined as entryways, stairways, elevator lobbies, and corridors. Steam or "dry" (powder granule) methods are not acceptable.

CARPET SHAMPOOING (REMAINDER OF BUILDING)

Perform as directed by Project Manager.

- a. Shampoo carpet in remainder of building, not included in 3.06(a).